FOX VALLEY TECHNICAL COLLEGE DISTRICT
Board Meeting Minutes — December 17, 2013

CALL TO ORDER
The Fox Valley Technical College District Board held its regular meeting on Tuesday, December 17, 2013 in Board Room A137 of the Appleton Campus located at 1825 N. Blumound Rd., Appleton, WI. Chair Catherine Tierney called the meeting to order at 4:03 p.m.

ROLL CALL
Board members present were: Tammie DeVooght Blaney, Anthony Gonzalez, Mark Harris, Sharon Hulce, Stephen Kohler, Dr. Dominick Madison, Sally Mielke, Catherine Tierney and Craig Wussow. Absent: None

Others present included: FVTC President-Dr. Susan May; Administrators: Dr. Chris Matheny, Amy Van Straten, Donna Elliott, Dr. Patti Jorgensen, Dr. Pat Robinson, Jill McEwen, Troy Kohl; and FVTC Staff: Paula Batternmann, Faith Schiedermayer, Deb Gorman, Dr. Marie Martin, Alyce Dumke, Carol May, Dr. Patti Frohrrib, Barb Dreger, Sue Anderson, Chris Jossart, Doug Waterman, Dan Poeschel and Andrea Oman.
Recorder: Vicky Van Hout

MOTION — APPROVE AGENDA
A motion was made by Trustee Wussow to approve the agenda for the December 17, 2013 meeting as presented. Upon voice vote, the motion carried unanimously.

MOTION — APPROVE MINUTES OF NOVEMBER 19, 2013 REGULAR BOARD MEETING
A motion was made by Trustee Gonzalez to approve the minutes of the November 19, 2013 Regular Board meeting. Upon voice vote, the motion carried unanimously.

REPORTS
• Student Government Association (SGA)
A written report was provided by Kim Bazan, SGA President sharing highlights of recent SGA activities.

• Foundation Quarterly Report
Alyce Dumke provided a written report on the quarterly Foundation activities.
- Established a fundraising goal of $2.2 million for the 2013-14 academic year. Funds raised during the first quarter totaled $875,408 – an increase of $270,544 compared to first quarter of last year; 39.8% of our annual goal. (Funds raised through November 2013 totaled just over $1 million – 46% of our $2.2 million goal.)
- Support to the College (programs, scholarships, and in-kind contributions) through September 2013 totaled $382,493 (an increase of $53,378; 16% more than same time last year).
- 2013 Winter Scholarship Program was held on Tuesday, December 10. More than 800 scholarship applications were received from FVTC students. 322 scholarships totaling $194,660 were presented.
- 2013-14 Leadership and Staff Giving Campaign, everyONEhelpsONE, generated nearly $159,000 (exceeding last year’s financial results by 14%).
- 2014 golf outing reservation has been made at Royal St. Patrick’s in Wrightstown for Wednesday, August 6.
- At the November meeting, the Foundation welcomed its newest board member, Jackie Hintz. Jackie is the Vice President of Member Engagement and Growth with Thrivent Financial.
- A Legislative Advocacy Plan for the remainder of the 2013-14 academic year has been developed. All Trustees will be informed of opportunities to meet and build relationships with our local legislators.
- Total assets of the Foundation for the quarter ended September 30, 2013, were $16,613,390 (a 7% increase compared to September of last year). Total net worth was $13,196,576 (a 14% increase).
• **Program and Regional Advisory Committees**
  In response to the Board’s interest in a more active role in helping the College identify advisory committee members to assist with our revitalization effort, Chris Matheny provided a detailed report on our current program and regional advisory committees. Chris will provide the Board with an electronic document with detailed information to guide any future discussions in recruiting potential advisory committee members.

• **President’s Report**
  Dr. Susan May provided a written report on the recent College activities and added the following:
  - Congratulated Troy Kohl and Alyce Dumke on their service anniversaries.
  - Congratulated Dr. Chris Matheny and Dr. Patti Jorgensen on recently receiving their PhDs.
  - Reminded the Trustees of the WTC District Boards Association meeting January 16-18 at the Radisson Paper Valley Hotel, Appleton. Friday, January 17 FVTC is hosting the meeting in the morning with a lunch in the Jones Dairy Farm Culinary Theatre.
  - Shared a copy of the new monthly electronic publication from the Association of Community College Trustees (ACCT) called “Trustee Talk.”
  - The Fox Cities Chamber Business December publication highlights include an article on the Health Simulation and Technology Center and Trustee Cathie Tierney’s induction to The Business Hall of Fame.
  - Insight on Manufacturing (IOM) and the New North B2B November issues published several articles on College activities.
  - Chris Matheny responded to an inquiry from Trustee Wussow regarding continuing education coursework at UW Madison that he thought we might be able to offer. There may be some continuing education offerings that we should be considering and will do a review of these offerings to see if there is anything we could or should offer locally.
  - Complimented Dr. Pat Robinson and our team who did an outstanding job of conducting the Outagamie County Storm Review.
  - Thanked the four Trustees that participated in the December 6 Commencement program.
  - Shared a video of the Fox 11 report about a graduate success story from the relatively new Forensic Science Program.

**CONSENT AGENDA**

**MOTION – APPROVE CONSENT AGENDA**

A motion was made by Trustee Wussow to approve the following Consent Agenda items. Upon roll call vote, the motion carried unanimously.

* a. **Instructional Services:**
  - Contract Training & Technical Assistance – Monthly Activity Summary
  - Grant Proposals Submitted In November
  - New Programs under Development

* b. **Administrative Services**
  - Personnel Report

* c. **Financial Services**
  - Budget Variance Analysis
  - IFB #14022 Generator/Motor/Drive Trainers
  - Expenditures > $2,500 for Month of November
POLICIES / ISSUES

- 2012-13 Comprehensive Annual Financial Report (CAFR) and Management Letter
  Annually, the Board is required to authorize an audit of the District and to submit an audit report to the technical college system board no later than six months following the end of the fiscal year. Such a report was developed and presented to the Board by Amy Van Straten and David Maccoux, a representative from Schenck Business Solutions.

  Following review of the report, a motion was made by Trustee Madison to accept the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2013 and the Management Letter. Upon roll call vote, the motion carried unanimously.

- Lease Agreement Renewal – Hribal Family Farm
  The College has leased approximately 90 acres of farmland from the Hribal Family for educational purposes since 2009. Mary Hribal was the original land owner; however, she has passed away and the land is now held in an irrevocable trust by her children. This farmland is located in the Town of Ellington, Outagamie County. FVTC has access to the land per semester class needs, and the land is used for Agriculture, Natural Resources, and Horticulture programs. It has been an excellent resource for the education of students in these programs. At this time, we are proposing a ten year renewal of the lease, with the lease amount guaranteed for the first four years. The lease amount for years five through ten must be arrived at by mutual agreement each year or the lease will terminate. The lease is for the farm land only and excludes personal residences and buildings.

  A motion was made by Trustee Madison to Authorize Administration to renew the lease with Sursum Corda Irrevocable Trust for use of farm land for instructional purposes. Upon roll call vote, the motion carried unanimously.

  A motion was made by Trustee Madison to Adopt the resolutions for the Wisconsin Technical College System Board approval process. Upon roll call vote, the motion carried unanimously.

- Additional Benefit Recommendations Effective July 1, 2014
  At the November Board meeting, administration reviewed additional benefit recommendations to be brought forward for Board approval this month. These recommendations address comparability across employee groups, comparability to other similar public and private sector employers, affordability, including ability to manage future costs, and how to transition our current employees as fairly as possible. The proposed changes would become effective on July 1, 2014.

  A motion was made by Trustee Kohler to approve the Additional Benefit Recommendations Effective July 1, 2014. Upon roll call vote, the motion carried unanimously.

- Draft College Handbook
  As a result of the implementation of Act 10, Fox Valley Technical College will move to a handbook applicable to all regular full- and part-time employees on July 1, 2014. Jill McEwen provided a draft of the College handbook and a brief explanation of how the handbook is organized. The handbook is planned to be completed in mid to late January and a final copy will be shared with the Board of Trustees.

- Compensation Studies Update
  Jill McEwen provided an update on the compensation studies currently being conducted for support staff, faculty, and management/exempt employee groups. The QTI Group from Madison is conducting all of the compensation studies.
The compensation studies will provide market data for identified benchmarked positions based on the geographic locations from which the College recruits for various positions. They will also provide insight and recommendations on compensation structures, policies and practices. A detailed update on each study was provided.

**BOARD BUSINESS / REPORTS**

**Individual Linkages**
- Trustees Gonzalez, Kohler, Mielke and Tierney attended the Winter Commencement December 7.
- Trustees Harris and Mielke attended the Foundation Fall Scholarship Awards Program December 10.
- Trustees DeVooght Blaney, Gonzalez, Hulce, Kohler, Madison, Mielke, Tierney and Wussow attended the Holiday Celebration Dinner December 17.

Trustee Wussow met with staff from the Machine Tool Program on December 12 regarding a safety issue at Appvion, Inc. and received helpful assistance.

**Board of Trustees Meetings/Upcoming Events**
The Board reviewed the future meeting document and were asked to provide any updates to Vicky.

**FUTURE AGENDA ITEMS**
The January 28, 2014 WTCS State Board meeting is being held at the WTCS System Office in Madison.

The next WTC District Boards Association meeting is the Winter meeting on January 16-18, 2014 at the Radisson Paper Valley Hotel, Appleton. Also scheduled for Friday, January 17 is the WTC District Boards Association FVTC Campus Visit. Board members and participants of the District Board Association meeting are invited to this event and were asked to provide information to Vicky for registration.

**MOTION – ADJOURN**
There being no further business to come before the District Board, Chairperson Catherine Tierney declared that the meeting was adjourned. The time was 5:40 p.m.

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Sally Mielke, Board Secretary